

THOMAS J. VILSACK
GOVERNOR

STEVEN K. YOUNG, DIRECTOR

SALLY J. PEDERSON
LT. GOVERNOR

Special Notice to TSB Applicants Regarding Processing Time

As the department's Targeted Small Business (TSB) Certification program has been combined with another program area, please be advised that the current review process for new applications can be expected to take from 30 to 45 days, depending upon the completeness of the application received.

As the application is reviewed, you will receive notice from the department if any of the following conditions are encountered:

- Additional material is needed to complete your application, or
- A telephone interview needs to be established.

Once your application has been reviewed, you will be notified by the department regarding your eligibility as a Certified Targeted Small Business. This notification will indicate whether your application has been approved or denied. If your application is denied, you will be provided with information on how to appeal the department's decision.

During the review process, we would respectfully request that you not contact the department regarding the status of your application unless you have been specifically requested to submit additional information. The process takes time, and status reports only serve to delay attention from the application itself. However, if you do not receive any notification after 45 days from the date of this letter, please contact the Targeted Small Business (TSB) Certification Program at 515-281-6848.

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ADMINISTRATION
(515) 281-5457
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(515) 281-4843
FAX: (515) 281-4477

HEALTH FACILITIES
(515) 281-4115
FAX: (515) 242-5022

INSPECTIONS
(515) 281-6538
FAX: (515) 281-3291

INVESTIGATIONS
(515) 281-5714
FAX: (515) 242-6507

Telephone Number for the Hearing Impaired: (515) 242-6515